

FACILITATING STUDENT TRANSFER THROUGH JOINT ADMISSIONS

I. Goal of Joint Admissions:

- Provide opportunities for community college students to enroll at community college and a public four-year/baccalaureate degree granting university
- Improve student access to persistence and success in baccalaureate degree completion
- Expand options for academic and student services and curriculum development at community colleges and four-year/baccalaureate degree granting universities including:
 - Improve academic program articulation
 - Enhance the quantity and quality of services to encourage and facilitate student transfer and transition to baccalaureate degree granting institutions
 - Establish new levels of cooperation

II. Dimensions of Joint Admissions

- Recruitment
- Admissions
- Tuition and Fees
- Financial Aid and Scholarships
- Articulation and Advising
- Registration and Student Records
- Student Conduct/Student Support/Student Grievances

A) Dimensions of Joint Admissions: Recruitment

- Shared responsibility for student recruitment into joint admissions program, central component of overall community college student recruitment/marketing efforts; central component of universities' transfer student recruitment strategy
- Target advisors/counselors

B) Dimensions of Joint Admissions: Admissions Criteria/Application

- Semester following completion of associate degree
- Prior to completion of associate degree (whatever current institutional criteria are for transfer admission)
- Criteria, University admission requirements for transfer student admissions
- Single joint admission application, with shared application fee
- Admission deadline (TO BE SPECIFIED, Should include multiple opportunities for students to join the program throughout their community college studies)
- Student authorizes sharing records (such as application, transcripts, etc)

C) Dimensions of Joint Admissions: Tuition and Fees

- Student adheres to tuition and fee rates and policies of institution primarily enrolled
- Students have option of paying fees to obtain other institution's co-curricular services (library access, recreation, ID cards, disability services, counseling service, health service, football tickets, other facilities/activities)

D) Dimensions of Joint Admissions: Financial Aid and Scholarships

- Student aid only through "home institution" as typically determined by degree status
- Specialized scholarships/eligibility for students who participate in joint admissions program

E) Dimensions of Joint Admissions: Articulation and Advising

- Establish lead contacts at each institution
- Conduct joint training for academic advising at 2-yr and 4-yr institutions

- Develop formal collaboration between advisors at both institutions, for general studies and program/major-specific to prevent the student from falling through the cracks
- Students advised by academic advisors from both institutions
- Ultimate approval of advising plan to ensure maximum/optimal accountability

F) Dimensions of Joint Admissions: Registration and Student Records

- Students will register for courses through the regular registration processes at each institution
- Each school responsible to maintain enrollment records for their courses
- Each institution defines directory information for its students
- MOA defines types of information exchanged and the access permitted to partners (e.g. SSN)
- Each partner institution maintains a separate records system
- Each partner institution maintains a separate registration system
- Academic credit from a joint admission partner institution is transfer credit

G) Dimensions of Joint Admissions: Student Support/Student Grievances/Student Conduct

- Student Support Services:
 - Orientation Information:
 - 1) Students learn the processes and other vital information at orientation
 - 2) All students are invited to attend at time of admission
 - 3) Students are invited to attend additional orientations/information/special advising sessions and activities through the list serve
 - Access and quality of Student Services Expanded
- Student Grievances:
 - Grievance only at school where the complaint originated
- Student Conduct:
 - Students must comply with the conduct standards at both institutions; institutions may determine appropriateness of applying sanctions jointly/separately
 - Students informed about meeting conduct codes at both schools
 - Agreement that administrative hearings might be held by staff at other institution

III. Marketing Joint Admissions/Best Practices for Promoting Transfer

- Website
 - Top-level institutional link to transfer information as well as area-specific/cross referenced transfer links including transfer opportunities/activities/program details, academic equivalency information, etc
 - FAQ list and or transfer checklist including
 - Contact list
 - Link to application for admission
- Media
 - News release to announce program
 - Schedule of Classes
 - Campus newspaper
 - Announcing dual scholars in local newspapers
 - Must market/promote within your institution (teaching and learning conference, faculty staff orientation, etc)
 - Staff/faculty/advisors
 - Foundation/alumni (possible scholarships)/corporate/community partners
- Activities/Events
 - Campus Events
 - College fairs w/ HS students, focus on transfer function
 - Transfer fairs
 - Open Houses
- Publications/promotions
 - Brochure (print and web-based)
 - Fliers
 - Logo

IV. Key Questions for Discussion how to involve community colleges

- Admissions Issues
 - Criteria to be admitted to joint admission program
 - Admitted to degree program versus institutional admission, there could be utility in creating a pathway for both, many programs seem focus on student entering institution as a junior directly into degree program
- Costs/Student Fees (institutional costs, fees for different student services)
- Student Enrollment: Level of enrollment (full time, part time), Concurrent enrollment
- Student Aid: Implications for student budgets/financial aid planning—strong student support services will be critical here
- Methods of Data/Information Sharing
 - Mail/fax data, automated/electronic data exchange—the latter would offer greater accountability, efficiency, and a better service model
 - Process and guidelines for accessing/sharing institution data/information
- Building Cross-Institutional Relationships

- Involving Key Players/stakeholders at each institution
 - Managing important issues and sustaining program viability
- Training
 - Operational (how it works)
 - Other institution's policies
 - Contacts and references
 - Students (joint admission students will need to manage two sets of rules, resources, etc)

V. Agreements/Term/Implementation

- Term of the agreement
- Amendments
- Termination
- SAMPLE AGREEMENT

MEMORANDUM OF AGREEMENT

JOINT ADMISSIONS PROGRAM

COMMUNITY COLLEGE STATE/INDEPENDENT UNIVERSITY

This memorandum of agreement summarizes agreements between [State/Independent University] and [Community College] (CC) to cooperatively promote the successful undergraduate education of the students who are admitted to both institutions. We are entering into this agreement to better serve students and to create a partnership of mutual benefit to both institutions. It is expected that this effort will increase public awareness of the benefits of a partnership between [State/Independent University] and [Community College]. The following understandings will guide this effort, until modified or amended.

1. Purpose and goals

[State/Independent University] and [Community College] will cooperate to promote successful undergraduate educational experiences for students who wish to attend both institutions. This partnership will result in better service to students and will increase the potential for more ambitious collaboration in the future.

More specifically, the goals of this partnership are to:

- Make it possible for students to be jointly admitted to both institutions.
- Eliminate barriers for students in attaining their educational goals, to improve student success and baccalaureate degree attainment.
- Expand student options for college services.
- Improve academic program articulation.
- Use resources at both institutions more efficiently and effectively.

2. Recruitment and Admissions

- Recruitment of students will be the responsibility of both institutions.
- Students will be admitted through the joint admission process using the same [State/Independent University] Freshman and Transfer Admission requirements as would apply to students seeking admission directly to [State/Independent University] programs.
- A joint application process will be available for eligible students. For each joint application, an application fee of [\$] will be assessed. Application fees will be split between the institutions proportionate to the amount of work each incurs in the admission process.
- The admission deadline will be three weeks before the start of classes each term based on [State/Independent University] academic calendar.
- Students enrolled in the program will be required, as a condition of admission, to agree that their student records will be shared between and available to each institution.

3. Tuition and Fees

- Tuition and fees will be assessed based on the institution in which the student is enrolled. [Community College] tuition and fees will be assessed for [Community College] enrollment; [State/Independent University] tuition and fees will be assessed for [State/Independent University] enrollment.
- Tuition will be assessed at resident or non-resident rates depending upon the residency classification of the student. Residency classification for [Community College] courses will be based on criteria established by [Community College]. Residency classification for OSU courses will be based on criteria established by the Oregon University System.

4. Program Articulation and Advising

- The management of the Joint Admissions Program and resulting articulation agreements between the two institutions will be coordinated through [State/Independent University Office of] and [Community College Office of].
- Academic advising will be the joint responsibility of the two institutions, which will jointly select and train academic advisors.
- Problems relating to articulation, class content, chronology of content or course scheduling will be resolved by the Chief Academic Officers or their designees of each institution.

5. Registration and Student Records

- Students will register for courses through the regular registration processes at each institution.
- [State/Independent University Office of] and [Community College Office of] will be responsible for maintaining student records for dually admitted students for coursework taken at the respective institutions. Information will be shared on a read only basis between the institutions for these students.
- Jointly admitted students will be coded and tracked in the Student Information Systems at both institutions. The records of dually applied and admitted students will be accessed on a read only basis by both institutions.
- The institutions will work together to develop a secure, efficient process of information/data interchange.

6. Financial Aid and Scholarships

- Financial aid will be available for qualified students who are jointly admitted.
- Students will receive financial aid only through their "home institution" (which is determined by the degree seeking status of the student).
- Applications for [State/Independent University] and [Community College] scholarships will be available to jointly admitted students.

7. Student Grievances and Conduct

- [Community College] agrees that no complaint or grievance by a student solely against or solely involving [State/Independent University] and/or its administration, faculty, staff, services or facilities will be addressed through [Community College] grievance procedures and all such complaints or grievances shall be referred to the appropriate [State/Independent University] institutional process or grievance procedures. [State/Independent University] agrees that students will not be allowed to use [State/Independent University] grievance procedures to pursue complaints solely involving [Community College].
- Students participating in the Joint Admissions Program will comply with the conduct standards at both institutions. [Community College] and [State/Independent University] may each intervene in cases of misconduct, particularly when cases involve health and safety. Students found in violation of conduct codes may receive

sanctions from each institution. [Community College] and [State/Independent University] reserve the option to decide that only one institution will process a case of misconduct. [Community College] and [State/Independent University] will create a process for reporting to the other when the institution has undertaken student conduct actions.

8. Marketing

Promotional plans and materials will be subject to approval by each institution.

9. Student Services

Students in the Joint Admission Program will have access to student services at both campuses. Fee-based student services will be available to jointly admitted students who have paid the requisite fees.

10. Miscellaneous

- This agreement offers opportunities for more effective and efficient use of faculty, facilities, and support services by [Community College] and [State/Independent University]. Faculty and staff will be encouraged to develop cooperative efforts related to the delivery of courses and support services.
- This agreement shall not create any rights in any third parties, specifically any students participating in the program. The only parties to this agreement are [State/Independent University] and [Community College].